



# Out Processing (audit readiness)

## How to change an employee's status code in DCPS

When an employee departs for (PCS/Separation), and is transferring to a different database. Normally, it will be the **Required Personnel Action SF-50** (audit readiness requirement) generated by the losing organization through the servicing CPAC that would remove the employee from the payroll database.

In the event the RPA does not flow to remove the account after one pay period.

Follow the steps in the succeeding slides to change the account from active to suspense. Access to DCPS is required to perform this task.

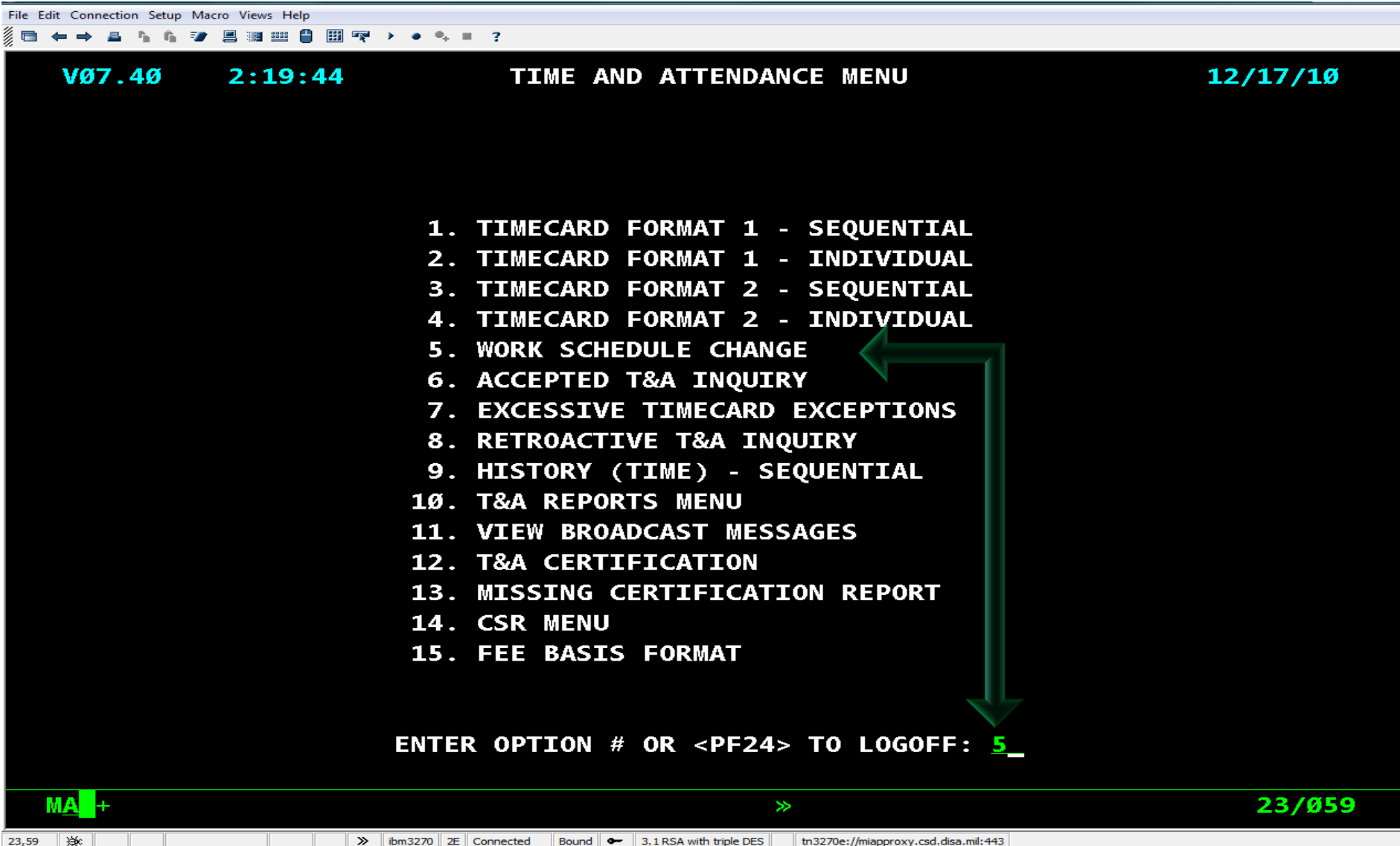
**Note: this workaround will not be used for employees on TLWOP or on Military Furlough.**

\* Logon to DCPS.



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# Select work schedule change





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Enter the employee's SSN.  
The effective date will be the  
**date on the SF-50.** No  
other date is authorized

V09.20

WORK SCHEDULE CHANGE

EMPLOYEE ID	EFFECTIVE DATE	T&A	ORG
SUP DATE EFF	EMP STA CD	GR/UNGR IDC	EMP TYP CD
ACTION CODE (C,D)	ARE YOU SURE Y/N	START/END TIME	WKD SCD
SCD DATE EFF	T&A STATUS CODE	AWS	PLATOON ROTATING CODE
* * * * *			
PAY PERIOD TOUR OF DUTY			
* * * * *			
SUN	MON	TUE	WED
THU	FRI	SAT	SUN PAY
WK 1	DAY 7		
SHIFT			
NGT DIFF			
WK 2	DAY 14		
SHIFT			
NGT DIFF			
STANDING JON	TIMECARD DESTINATION		
UNGRADED EMPLOYEE:	ROTATING SHIFT IDC		
	ROTATING SHIFT HOURS	(1)	(2) (3)



The code “P” will prevent erroneous payment

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